Facilitated IEP Process Flowchart

Start

An FIEP is requested by: Parent, Advocate, School, TEA, etc. A request made at the campus level comes from the department chairperson to the FIEP Administrator. All other requests come through the OSES to the FIEP Administrator.

Other possible reasons to have a FIEP mtg: Due process complaint, no verbal agreement, 10-day recess

What is an FIEP? An IEP meeting that is facilitated by an impartial third party who helps the team resolve issues and make decisions about the child's IEP with which all parties can agree.

An FIEP is NOT Mediation: Mediation may deal with a broad range of issues; and when agreements are reached, it results in a binding

Request goes to FIEP Administrator

FIEP Administrator assigns an impartial FIEP Facilitator/supporter

Upon initial contact, the facilitator will identify isses aligned to the agenda for the meeting to ensure they are considered.

Facilitator establishes the plan, and shares the plan with the program specialist, senior manager, and FIEP Administrator

The facilitator collaborates with the campus in scheduling the meeting. The district's process will be followed for notice of ARD, including a statement notifying the parent that a facilitator will be present.

The Facilitator sends confirmation of the meeting to the FIEP Administrator parents, and advocate

The meeting is held. The facilitator explains his or her role, describes consensus decision-making, reviews the agenda, establishes ground norms, establishes roles of group members (ex., scribe and time keeper), and guides the discussion toward the desired outcomes.

1. Ideas are recorded on posted charts around the ARD Room for all team members to see, so information is visual as well as auditory.
2. The facilitator ensures participation from all team members
3. Determinations are documented and a prior written notice is issued to the parent.
4. Provide Prior Written Notice

After the meeting, Facilitator/Supporter close the loop by communicating with the campus the consensus decisions from the FIEP regarding the implementation of the IEP.

Facilitator/supporter report back to FIEP Administrator on outcome of meeting

End

Next Steps: The District facilitators will meet to debrief on lessons learned, what went well, What do we need to improve on, what actions do we need to take?